



Office of the State Treasurer

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Atlanta, Georgia 30334-5527

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Steve McCoy
Treasurer

(404) 656-2168
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(Date)

Agency Version

Contact

Bank

Address

City, State Zip

RE: Solicitation of banking proposals

Dear ():

The Office of the State Treasurer (OST) is assisting **(Agency Name)** in evaluating its banking relationships. We would appreciate your reviewing the attached Instructions to Banks and returning the following materials to OST:

Templates for Inclusion in Banking Bids

Bank Fee Schedule

Bank Compensation Proposal

For your convenience, the Instructions to Banks are posted on our OST website. For each bank account on which you choose to bid, you should complete the Bank Fee Schedule, the Bank Compensation Proposal and a pro forma account analysis and include them with your response. Please note that we are soliciting proposals on () accounts for **(Agency Name)**.

We look forward to receiving your information and to assisting **(Agency Name)** in the evaluation of its banks.

Sincerely,

Steve McCoy

cc: attachments